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# ***Mission Contracting Command Center-Fort Bragg***



## **GOVERNMENT PURCHASE CARDS (GPC)**

**Cliff Freeman**  
Alternate A/OPC  
MICC-Ft. Bragg



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# **GPC ACCOUNT MANAGERS**

**A/OPC Mrs. Nance**

**907-3911**

Ms. Smith	907-4997	(ROTC, PAIO, DHR, DOL, MCO, NON-BRAGG, FORSCOM, NETCOM)
Mr. Woodard	908-2578	(USASOC, JFK, 528 <sup>TH</sup> SB)
Ms. Kennedy	643-4556	(USASFC, 3 <sup>RD</sup> SFG, MISOC, 20 <sup>TH</sup> ENG, 16 <sup>TH</sup> MP, 108 <sup>TH</sup> ADA, ARCENT, DMWR, EOD, 83 <sup>RD</sup> CA)
Mr. Freeman	643-7309	(18 <sup>TH</sup> ABC, 95 <sup>TH</sup> CA, 82 <sup>ND</sup> SB)
SFC Collins	907-5107	(82 <sup>ND</sup> ABN DIV)
SFC Agyapong	643-7226	(44 <sup>TH</sup> )
Ms. Dudley	907-4743	(525, AF, DPW, DES, SAFETY)
SSG Nash	907-5144	





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# ***Agenda***

- About Us
- Government Purchase Card Program
- Commanders' Responsibilities
- Training Requirement
- The Process of Making a Purchase
- Monthly online certification
- Annual Reviews
- Unauthorized Commitments
- Ratification
- Good information



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## ***Pertinent Instructions***

- DA GPC SOP (Dated 14 Jan 2013)
- MICC OP (Dated 19 Oct 2012)
- MICC OP Ordering Officers (Dated 14 Jan 2013)
- AFI64-117 GPC Regulation (Air Force ONLY)
- Ft Bragg Policy # 76
- Federal Acquisition Regulation
  - Part 8—Required Sources of Supply
  - <http://www.arnet.gov/far/loadmainre.html>





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# ***About MCO- Fort Bragg***

## **MISSION**

“Identify and implement the right contracting solutions for our clients.”

## **VISION**

“A professional workforce committed to high quality, responsive service to our clients, applying a common-sense approach to the acquisition process.”



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# Training Requirement

- Mandatory Training for Billing Officials, Alternates and Cardholders:
  - ACCESS ONLINE WBT
  - DoD GPC online training through Defense Acquisition University (DAU) initially CLG 001
  - Refresher course is required annually after that CLG 004
  - Overview of Acquisition Ethics DAU CLM003
  - FT Bragg Local GPC Training
  - BO MUST take the fiscal law course every 5 yrs.
- The link to the DoD Training through DAU can be found at the GPC website:

<http://www.bragg.army.mil/units/micc/Pages/GPC.aspx>



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# SET-UP PROCESS

- Set-Up Forms are located on the GPC web site:  
<http://www.bragg.army.mil/units/micc/Pages/GPC.aspx>  
Look for them under Downloadable Forms.
- Completed Set-Up Forms (to include copies of mandatory training certificates) are to be scanned to your Account Manager at Fort Bragg for processing or emailing [usarmy.bragg.acc-micc.list.mco-fort-bragg-gpc@mail.mil](mailto:usarmy.bragg.acc-micc.list.mco-fort-bragg-gpc@mail.mil),
- Processing Times:  
Billing officials changes takes five (5) business days. Cardholder changes takes ten (10) business days.





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# ***ACCOUNT CHANGES***

- Submit an Account Maintenance Form to:
  - Change name, address, telephone number, e-mail address, or organization
  - SPL Increase's
  - 30 Day Limit increase's



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# ***Annual Review***

- Each account is reviewed at a minimum, annually
- Spot inspections (No –notice) are conducted monthly
- Notify the GPC office 60 days prior to personnel changes due to PCS, ETS etc.
- Restrictions
  - Maximum of FIVE card account per billing officials



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# Commanders' Responsibilities

- Understand that Billing Officials and cardholders are financially liable
- Ensure GPC used for mission-essential purchases only
- Set the right example\*\*\*
- Nominate personnel
- Ensure the Billing Official nominated is senior to the cardholders on this account and is in their direct chain of command
- Establish clear separation of duties
  - Billing Official/Alternate Billing Official
  - Alternate Billing Official
  - Cardholder
  - Resource (Budget) Officer

***Bottom line: Hold folks accountable.***



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# ***Commanders' Responsibilities (cont.)***

- Establish internal Standard Operating Procedures
  - Dept of the Army GPC SOP, 14 Jan 2013
  - Fort Bragg Master Policy 76
  - Ensure cardholder and Billing Officials completed required annual refresher training
  - Ensure authorized purchases request procedures are followed. NO ONE can pressure cardholders to purchase supplies/services that are not authorized or funded
  - Routinely review Billing Official/Cardholders activity



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# ***Examples of Unauthorized Purchases***

- **Prohibited purchases**

- Cash advances, including money orders and travelers' checks
- Gift certificates and gift cards are also considered to be cash advances
- Long-term lease of land and buildings
- Repair of leased GSA vehicles
- Vehicle-related expenses
- Telecommunication systems
- Construction services over \$2,000
- Fines
- Wire transfers
- Savings bonds
- Foreign currency
- Dating and escort services
- Betting, casino gaming chips, and off-track betting
- Court costs, alimony, and child support
- Bail and bond payments
- Tax payments
- Payment of salaries and wages
- Travel advances
- Payment of travel claim
- Purchases from contractors or contractor agents who are military personnel or civilian employees of the Government
- Repetitive purchases with the same merchant or contractor
- Split purchases



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# ***Examples of Unauthorized Purchases (cont.)***

- Food and Refreshments
- Personal purchases
- Memberships
- Greeting Cards and Decorations
- Cellular Phones/Pagers
- Bottled water services
- Motor vehicle, long-term rental or lease exceeding 60 days
- Trophies, gifts, awards, plaques, and mementos as give-away items for hails, farewells, and other occasions
- Business cards
- Clothing





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# ***Process of making a purchase***

- The GPC will be for mission-essential purchases only.
- Use the GPC for micro-purchases, training requests, and delivery orders against indefinite delivery/indefinite quantity (IDIQ) contracts with appointed thresholds
- The list below depicts the key steps in making a purchase using a GPC.
  - Identify the need.
  - Determine whether funding is available
  - Determine whether the need is within the CH purchase authority
  - Ensure that the GPC is not used to issue a task or delivery order that exceeds the CH's single purchase limit.
  - When ordering against a blanket purchase agreement (BPA), ensure call orders have not expired
  - When ordering against a Federal Supply Schedule (FSS), ensure that best-value documentation is maintained and submitted to GPC account manager.



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### ***Process of making a purchase (cont.)***

- Screen and use mandatory sources of supply and organization-designated sources of supply.
- Obtain any required special approvals (see agency-specific guidelines).
- Determine whether commercial shipment is available for OCONUS orders
- Place the order (in person, via telephone, or via Internet).
- Request tax-exempt status.
- Record the item in the purchase log.
- Record the receipt.
- Property Book reviews monthly
- Make sure accountable equipment items are added to the appropriate custodial listing, if applicable.
- Reconcile Purchases in AXOL (U.S Bank Access Online)





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# Monthly Online Certification

- Purpose: To account for purchases made during the month
  - Completed through US Bank ACCESS Online system
- Specific deadlines begin on the 20<sup>th</sup> of each month
  - Card holders:
    - Have **THREE** business days to approve transactions
  - Billing Officials:
    - Have **FIVE** business days to final approve all cardholders' transactions and then certify them



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# ***Monthly Online Certification***

- Failure to certify on time will result in automatic suspension of account without notification
- Account managers have **FIVE** business days to reactivate account after suspension
- If account suspended twice in 12 months, the managing account will be permanently closed.



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# ***BILLING OFFICIAL'S FOLDER***

### **The packets should include the following:**

- ACCESS certification page showing the black C with the green check mark for Army and black A with a green check mark for Air Force
- Billing/Approving Official Statement
- Signed Purchase requests, invoices, and any other pertinent information that pertains to the transactions
- Note: All GPC records must be kept for a period of 6 years 3 months. The Billing/Approving Official Statement and supporting documents are property of the U.S Government and may not be removed from the governments control by the BO/AO for any reason.





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## ***UNAUTHORIZED COMMITMENTS (UAC)***

- An agreement that is not binding solely because the government representative who made it lacked the authority to enter into that agreement on behalf of the government .



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### ***Examples of UAC's***

- Individuals other than the cardholder, calls the vendor asking for them to begin performance
- Repairs based on assumption of warranty or maintenance contract
- Someone other than cardholder using the Government Purchase Card or the cardholder exceeding his/her authority
- Cardholder purchasing an item for which he has no authority, wrong money/no Local Purchase Authority (LPA)
- Contract expires but services continue to be accepted, i.e BPAs
- Training being scheduled/reserved with vendors by someone other than the cardholder



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### ***Preventing UAC's***

- Be clear on what needs to be purchased and when it is needed
  - Sometimes the GPC is not an appropriate purchase method
  - Provide guidance regarding what is permissible and what is not
- Review information at <http://www.bragg.army.mil/units/micc/Pages/default.aspx>
- Contact your GPC account manager if you have questions
- After normal business hours contact the EOC (396-0371/0372) for 24-hour contracting support

***Help your Soldiers to do the right thing***



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# ***RATIFICATION***

- The act of approving an unauthorized commitment by an official who has the authority to do so
- The UAC package will detail the circumstances that led to the UAC, whether it was abuse of authority, improper procedures put in- place, inadequate training etc..
- Disciplinary action is required for every UAC package



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# Purchasing Limits

- Spending limits
  - Single purchase limit
    - \$3,000 for supplies
    - \$2,500 for services
    - \$2,000 for construction
  - The “training card” single purchase limit can be increased to \$25,000 with authorization from A/OPC for commercial off the shelf training.
  - Monthly
    - Monthly limits are set by the BO/AO and FM/RA/RM





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# ***SINGLE PURCHASE LIMIT INCREASES***

- Ordering officers (E-7 AND ABOVE) may receive an increase to pay for contracts/BPA's and federal supply schedules over 3K.
- Training may be purchased up to \$25k **ONLY** after Cardholder and Billing Official receive additional training.
  - This authority will be specified on a appointment letter.
- Information on required documents needed can be obtained at the below link.

<http://www.bragg.army.mil/units/micc/Pages/GPC.aspx>





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# ***SINGLE PURCHASE LIMIT INCREASES***

- SPL for GSA Purchase:
  - Best Value Form (with 3 GSA quotes)
  - Memo from commander
  - Account Maintenance Form
- SPL for Training Cards :
  - Memo from commander
  - Account Maintenance Form
  - 2 Quotes and course description
  - SF Form 182 completed with a list of Trainees
- SPL for CHESS/AFWAY:
  - CHESS Best Value Form ( show competition through site)
  - Memo from commander
  - Account Maintenance Form





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# ***Split purchases***

- Split Purchase is an intentional dividing of a bona fide Army need into smaller purchases to avoid using the proper procurement method
- The appearance of splitting purchases is enough to draw attention to an account. For instance:
- A single Cardholder making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
- A single Cardholder purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.



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### ***Split purchases (cont.)***

- A single Cardholder making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at the time of the first purchase and the value exceeds the single purchase limit.
- Multiple cardholders under the same supervision/approving official purchasing the same/similar item(s) the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.



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### ***Purchases needing advance notice***

- Purchases of certain items are prohibited unless approved in advance. Examples of these are:
  - Computer/software/ IT equipment
  - Failure to obtain any required approval prior to purchase may result in the Cardholder and/or Billing Official reimbursing the Army for the loss i.e. the purchase price of the unapproved item or service.
  - For Example, purchasing computers with the approval from the NEC, and or making computer purchases at Best Buy instead of through the ARMY CHESS Program or AFWAY, (**AFWAY Air Force Only**).



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### ***Purchases needing advance notice (cont.)***

- Printing
- Hazardous material
- Advertising
- Information Technology
  - Special procedures for CHES program purchases
- Equipment and materiel
- Ergonomic-related and low-vision equipment
- Travel-related purchases
- Short Term Rental or Lease of land and buildings



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# ***DOD E-MALL HELP DESK***

- **DOD EMAIL Customer Service**  
**1-877-DLA-CALL / 1-877-352-2255**  
**[DLAcontactcenter@dla.mil](mailto:DLAcontactcenter@dla.mil)**
- **OCONUS Users**  
**1-269-961-7766 / DSN 661-7766**
- **Vendor Support Email**  
**[email.vendors@dla.mil](mailto:email.vendors@dla.mil)**





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## ***ADDITIONAL CONTACTS***

- DPW-COMPLIANCE/HAZMAT PROGRAM MANAGER –  
ANDREW MOORE –(910) 907-2419
- GREEN PROCUREMENT – STACEY HARTER - (910) 396-2019
- LC INDUSTRIES – LIZ GARNER - (910) 436-0865
- GSA CUSTOMER SERVICE DIRECTOR - BRUCE OSBORNE  
(910) 580-6248
- CID - SA Adam Armstrong - (910) 643-4639





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## ***Contact Information***

# ***Questions***

**Mrs. Lucinda L. Nance**

A/OPC-MCO Fort Bragg

U.S. Army, Mission Installation Contracting Command



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